2010	DECEMBER					2010
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28-Nov	29-Nov	Tuesday 30-Nov	1	Last Day Timesheet Entry: Supervisor Last Day NeoGov Entry (Agencies) Correct Exceptions Time Admin 10AM & Midnight Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	Agency Central/Division TL Administrator Last Day HR Entry (Agencies) 4:30PM Correct Exceptions Time Admin 10AM & Midnight Time Load Preliminary Calc Mid-Pay Period HR Change Process (PY042)	4 Time Admin 10AM & Midnight
Time Admin 10AM & Midnight	DoHR/BA CUTOFF DAY NO UPDATES TO JOB DATA (AGENCIES) Time Admin 10AM & Midnight - Last Global Time Admin Issue Lost Checks Time Load 2PM Lockout 4:30PM Preliminary Calc Mid-Pay Period HR Change Process (PY042) 11:45PM	7 DoHR Processing Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon Agencies to approve all payable time by 1PM Final Time Load 2PM Preliminary Calc 4:30PM	Final Calc & Confirm Day NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect No Time Admin Final Calc Confirm Absence Mgmt Processing	Processing	Off-Cycle Processing Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM Time Admin 10AM & 6PM	11 Time Admin 10AM & 6PM
12 Time Admin 10AM & 6PM	13 Off-Cycle Processing Time Admin 10AM & 6PM Mail On-Cycle Checks	14 Off-Cycle Processing Cutoff for Off-Cycle Actions to PY (DoHR) 10:30AM Time Admin 10AM & 6PM	15 PAYDAY Time Admin 10AM & 6PM Confirm Off-Cycle	16	17	18

NOTES: Please note the following permanent changes: 4:30PM Lockout on DoHR/BA Cutoff Day (in effect until the day after Final Calc & Confirm Day; Preliminary Calcs until Final Calc & Confirm Day